

## **DTS Limited Script for Live and Powerpoint Demonstrations**

### **INTRODUCTION**

The following script and powerpoint demonstration is provided as a training tool for both large and small audiences. This program is designed to allow the trainer to teach individual segments (e.g. Create an Authorization, Authorizing Officials etc.) or the entire program. The information in this program is designed for the new user as an introduction to the DTS Limited software. It provides an example of Creating an Authorization and Voucher; and the Authorizing Officials Route and Review process.

**Note:** An \* denotes background and/or Government Policies and Procedures information. Trainers may use this information to inform and/or reinforce policies and procedures instruction previously given. This script in combination with a live demo or powerpoint presentation may be used to train large audiences.

### **\*DEFINITION**

DTS Limited is a version of the full Defense Travel System with the following travel management capabilities:

- a. Electronic travel order preparation and authorization
- b. Preparation of Should Cost obligation estimates
- c. Budget Module
- d. Static Database of airline, hotel and rental car data
- e. Ability to print travel related forms
- f. Route and Review functions (Client Server mode)
- g. Computations of final travel settlement (see OUSD-C MFR)
- h. User training and installation assistance
- i. User developed external financial interfaces (Service/Agency Option)

The following capabilities are not provided in DTS-Limited:

- a. Interface to the DoD public key infrastructure (digital signature)
- b. Interface to the official Defense Table of Distances (DTOD)
- c. Electronic Data Interchange (EDI) to Defense Accounting and Disbursing Systems (DADS)
- d. Live availability of travel reservation data through the commercial Global Distribution Systems (GDS)
- e. Interface to the official DoD travel archive operated by the Defense Manpower Data Center (DMDC)

### **\*PURPOSE**

DTS Limited is designed to provide DoD an interim capability until the full DTS is available. Providing an interim capability will allow: 1) those personnel not receiving the full DTS until the end of the planned deployment, the capability to reap some process savings sooner; and, 2) other users the opportunity to become familiar with the core DTS product. Purchasing this capability at a DoD level also allows for economies of scale (individual posts/camps/stations are

buying it anyway) and should allow for a more efficient/speedy transition to the full DTS (e.g., ability to directly import databases).

During this demonstration using the Defense Travel System Limited we are going to highlight some of the above mentioned features (e.g. creating Electronic travel orders, generating Should Cost Trip Estimates etc.)

## TRAVEL AUTHORIZATIONS

### Slide HIGHLIGHTS

- 1 **Traveler Creates Authorization**. DTS Limited. **What is it?** Defense Travel System Limited is a version of the full Defense Travel System with the following capabilities: **Create** an electronic travel order; **Generate** a should cost estimate of trip expenses; **Print** travel documents e.g. DD Forms 1610,1351-2 and SF 1164; **Static database information** on commercial airlines, hotels, and rental cars; and the **ability to interface** with external finance/disbursement systems. **The Purpose?** DTS Limited is designed to provide DoD interim capability until the full DTS is available. Interim Capability will allow those personnel not receiving the full DTS until the end of the planned deployment the opportunity to gain hands-on experience with the core DTS product, allow a more efficient/speedy transition to the full DTS, **and** enjoy some of the cost savings from using an automated travel system. **Next Slide.**
- 2 **How do we access DTS Limited?** DTS Limited can be installed on your local LAN OR Directly on to your individual PC. It can be used in a Client Server Mode or in a Stand Alone version. Client Server Mode allows for Electronic Route and Review processes. **Click** on the DTS Limited icon on your PC screen.
- 3 DTS Limited Modules screen. All Modules are highlighted. The User has access to:  
Doc Prep only if a **Traveler**.  
Doc Prep; Route & Review; Budget-View Only if an **Authorizing Official/Certifying Official**.  
Doc Prep; Route and Review; Budget if a **Finance Official**.  
Doc Prep, Doc Prep Admin, Budget, EP Admin, Elec Proc, Route and Review if an **Organizational DTA**.  
**Click** on Doc Prep.
4. Standard DoD computer system computer warning and Ethics screen. **Click** Yes.
5. Privacy Act information screen. **Click** Yes (Cannot continue unless select Yes)

6. Logon Authentication. USERNAME - Traveler enters their name (First Initial and first 7 letters of their last name). PASSWORD - Traveler enters their password, which must be alpha-numeric. (Follow Service/Agency guidance for password use).
7. For our EXAMPLE: **csarin** has been entered in the USERNAME field. Password has been entered in the PASSWORD field. **Click** OK.
8. Initial Screen for DOC PREP Module. **Click** on the new folder icon.
9. New document window. **Select** Authorization and **Click** OK.
10. Authorization - Untitled screen. Travelers SSN and Name should automatically be populated. \***NOTE:** (Field does not automatically populate if the person has Group Access e.g. AO/CO; you must enter the SSN or double click in the name field to see a list of names). **Click** on the traveler icon next to SSN.
11. Update Traveler Information screen. \*NOTE: (Travelers profile has been loaded into the system by the lead DTA with basic information only. First time users should **complete blank fields**).
12. Update Traveler Information screen. Later you will see the importance of filling out these blocks as this information pre-populates parts of your authorization and voucher. **Click** on Duty Station icon at the lower left.
13. Duty Station Information screen. First time users should complete blank fields and enter correct duty station. \***NOTE:** Authorizing Officials block must be populated by your DTA. These fields provide signature block information for the DD Forms 1610, 1351-2 and SF 1164 (Local Voucher). This is a Requirement for DTS Limited Only. \***Click** OK when completed.
14. Update Traveler Information screen. Notice that your Duty Station field information has changed. (We are bypassing the Account icon because it limits travelers to 1 line of accounting) **Click** on Travel Preferences icon.
15. Travel Preferences screen. Traveler should complete blank fields.
16. Travel Preferences screen. The traveler has completed specific fields. In DTS Limited the Terminal option should be completed because it will prepopulate later fields in the Authorization and Voucher. **Click** OK.
17. Update Traveler Information screen. Once Changes and Updates have been completed. **Click** OK.

18. Question Box? appears “ Save changes to permanent traveler information?”  
**Click** Yes, if the Changes are to be made in the travelers permanent profile.  
**Click** No, if the changes are for the document being created. **Click** Yes.
19. Authorization-Untitled screen. **Click** on Itinerary icon.
20. Itinerary screen. The only field that is populated is the “Auth Date”, which is the date the document is created. **Click** on drop down arrow for the **Purpose** field.
21. Itinerary screen. From the drop down list **Highlight** and **Click** on the purpose for going TDY/TAD. EXAMPLE: Highlight and Click on A-ATTEND CONFERENCE. **Hit** the Tab key. Field automatically populated.
22. Itinerary screen. In the Description field, type remarks important for the traveler and/or AO. EXAMPLE: DTS Limited Training. When completed **Hit** the Tab key.
23. Itinerary screen In the TYPE field Click on drop down list ↓ and Highlight appropriate choice. EXAMPLE: Highlight AA-ROUTINE TDY/TAD. **Hit** Tab the key.
24. Itinerary screen. Enter the **Begin Travel Date** and **Hit** Tab key.
25. Itinerary screen **Click** on the drop down arrow to see Depart Location choices. (Choices are prepopulated based on the information you entered in the Update traveler section. Other options may be manually entered if needed) **Click** on the Departure Location.
26. Itinerary screen (Note that both **Depart** and **Return** fields have been populated) **Enter** the **End Travel** date.
27. Itinerary screen. **Hit** the Tab key.
28. Itinerary screen \*Note: Trip Duration field automatically indicates MULTIPLE DAYS. **Click** ADD. (Per Diem Location)
29. Add Per Diem Location to Trip screen \* Note: Dates automatically populated, For multiple leg trips the dates can be manually changed. **Type** the Per Diem location, EXAMPLE: Chicago.
30. Add Per Diem Location to Trip screen. **Hit** Tab key.
31. Add Per Diem Location to Trip screen Note that the City and State have been populated for the Per Diem location. **Click** OK.

32. Itinerary screen. Review information to make sure it is correct. **Click** OK.
33. Authorization-Untitled screen. **Click** on Reservations icon.
34. Travel Reservations screen. Air is already selected. **Click** Add.
35. Add Common Carrier Segment screen. **Departure/Arrival dates** and **Departure Airport Terminal** are automatically populated from Traveler and Itinerary information. **Hit** the Tab key.
36. Add Common Carrier Segment screen Enter your Departure time.  
EXAMPLE: 0800 hrs. Enter the "Arrival" Airport code if known. If the code is not known Click the "+".
37. Select Airport screen appears with all the standard airport codes. **Click** Find.
38. Find Airport screen. **Select** Name and **Enter** the location of the airport.
39. Find Airport screen. EXAMPLE: Per Diem location Chicago. **Click** OK.
40. Select Airport screen. Highlight ORD Chicago IL (USA) (O'Hare Apt) **Click** on Select.
41. Add Common Carrier Segment screen. The Airport field is populated with highlighted choice Chicago O'Hare. In the **Flight Information** section **Click** on the drop down arrow for **Ticket Number** field.
42. Add Common Carrier Segment screen **Click on See Attached Ticket 1.**
43. Add Common Carrier Segment screen 'See Attached Ticket #' separates and identifies each leg of your TDY/TAD trip. **Click** on Search.
44. Flight Schedules screen. If you were to scroll down you would see the flights for the entire day. An asterisk "\*" indicates contract city pair flights. Since we don't see any (in lieu of scrolling down) we can **Click** on the button at the upper left next to **Airline**, which brings up all Contract City Pair flights first.
45. Flight Schedules screen. Point out the Asterisks. **Highlight** the 8:26a flight.
46. Flight Schedules screen. For information on the price (upper right hand corner), flight Duration (middle of screen), any connecting information would be located in the bottom section of the screen. (**Note:** Letters B&S in the middle of the screen. They **REALLY** mean Breakfast and Snack!) The static database provides this information and is updated monthly. **Click** on Green check mark in lower right hand corner.

47. Add Common Carrier Segment screen. Note: Information in the Comments field. This was populated from your Travel Preferences screen. Flight number, cost, and carrier is populated. Add additional comments if needed. **Click OK**.
48. Return Flight dialogue box appears. **Click** on Yes. \*Note: When booking Multiple Legs click NO.
49. Add Common Carrier Segment screen. Departure and Arrival information is automatically populated. Enter either the departure or arrival time.  
EXAMPLE: **Enter** Departure time 0800 hrs.
50. Add Common Carrier Segment screen. In the **Flight Information** section **Click** on the drop down arrow for **Ticket Number** field.
51. Add Common Carrier Segment screen **Click** on See attached Ticket 1.
52. Add Common Carrier Segment screen. Change field to reflect See attached Ticket 2. **Click** on Search.
53. Flight Schedules screen. If you were to scroll down you would see the flights for the entire day. As mentioned before, an asterisk "\*" indicates contract city pair flights. **Click** on the button at the upper left next to **Airline**, which brings up all Contract City Pair flights first.
54. Flight Schedules screen. **Highlight** the 8:55 am flight.
55. Flight Schedules screen. **Click** on Green check mark in lower right hand corner.
56. Add Common Carrier Segment screen. Once again Flight information is automatically populated in the Comments Block, from Travel Preferences field. Flight Number, Cost and the Carrier is populated. Add additional comments if needed. **Click OK**.
57. Travel Reservations screen. Summary of the Air Arrangements shown. The flights from Washington to Chicago are listed. Air arrangements are completed. **Click** on LODGING button.
58. Travel Reservations screen **Click ADD**.
59. Add Lodging Segment screen. Check In, Check Out and City are pre-populated from the itinerary – changes can be made manually. To search for Hotels **Click** on "+" in the Hotel Information section or Hotel Icon in the Hotel Information section.

60. Hotels screen. Check country/state/city fields to make sure they reflect your TDY/TAD location. \*Note: amenities shown; this information is provided by the hotels to Innovata. **Click** on drop down lists for Hotels.
61. Hotels screen. **Select** the Hotel of your choice EXAMPLE: Best Western Inn at Chicago).
62. Hotels screen \* Note: Travelers may want to make note of toll free numbers for further information. Note: Make sure a FEMA number is listed in the lower right-hand corner. DoD personnel are required to stay in FEMA approved lodging. **Click** on Green check mark in lower right hand corner of the screen.
63. Add Lodging Segment screen. Populates fields with the Hotel name, address, phone number. In the room information section, Cost is the only field you are required to complete. This must display the Daily Rate. **Enter** the Daily Rate. EXAMPLE: \$119.00
64. Add Lodging Segment screen. **Click** OK.
65. Question Box? Would you like to update the cost on your lodging records? **Click** Yes.
66. Travel Reservations screen. Shows a summary of lodging arrangements. **Click** on Rental button.
67. Travel Reservations screen. **Click** on ADD.
68. Add Rental Segment screen. **Pick-Up** and **Return Dates/Times, City, State, Country, Car** Type have been prepopulated based on air reservations information. **Click** on the "+" or Car icon to search for rental agencies.
69. Rental Cars screen. This screen will default to your Per Diem location.
70. Rental Cars screen. **Scroll** down and **Highlight** the agency you have chosen by cost line NOT the Agency name line. Travelers should make note of the toll free number. Note: Compact Car is per DoD regulations. Exceptions to policy may be approved by the AO. **Click** on Green check mark in lower right hand corner.
71. Add Rental Segment screen. In the Rental Information section you will note the cost has been automatically calculated and prepopulated. **Click** OK.
72. Travel Reservations screen. A summary of the rental car information is shown. Review the Information. **Click** Close.

73. Authorization screen – note changes in Ticketed transportation, Lodging/ M&IE and Expenses. Totals also adjusted. **Click** on Ticketed Transportation icon.
74. Ticket Information screen. This screen summarizes air arrangements. Notice both legs of our trip are displayed. When we highlighted and selected 'See Attached Ticket 1 & 2 this identified each leg of our air reservations. If we had not assigned 'See Attached Ticket...'; the individual legs would have been rolled into one line. **Highlight** the first leg of the trip.
75. Ticket information screen. **Click** on Update.
76. Update Ticket information screen. In Type field "CP" is populated which represents Commercial Plane; the air transportation for this trip will be paid by the travelers Government Charge Card. **Click** on the **Type** drop down arrow.
77. Update Ticket information screen. A list of acronyms which represent different forms of transportation and billing options are show. For Example: CP-C is Commercial Plane and paid for by a Centrally Billed Account. Although a Commercial Plane is the choice-want the traveler to see use, all standard forms of travel are listed. **Click** on **Cost Options**.
78. Cost Options screen. In the Payment Method field EXAMPLE: GOVCC is shown. GOVCC was automatically populated and linked to the payment option CP in the Type field. **Click** on Payment Method drop down arrow.
79. Cost Options screen. Various payment options are listed. **Click** OK.
80. Update Ticket information screen. Completed all changes/updates. **Click** on OK.
81. Ticket information screen. **Click** on Close.
82. Authorization-Untitled screen. **Click** on Lodging/M&IE icon.
83. Lodging & Meals screen. Actual cost for first and last day is 75% of per diem. We know that on 05/07 a meal will be provided. **Highlight** the 05/07/00 line.
84. Lodging & Meals screen. **Click** on Update.
85. Update Lodging & M&IE screen. This screen will let you adjust the lodging, and M&IE costs, for any given date of your TDY/TAD. (For further information on Authorizations see Appendix O of the JTR/JFTR) Since we have a meal provided with our registration cost, in the **Meals** section we are going to **Click** on **Provided** and **Dinner**.



86. Update Lodging & M&IE screen . **Click** on OK.
87. Lodging & Meals screen. As you can see the changes made on 05/07 have changed the M&IE allowed compensating for the meal provided, the dinner block is checked. **Scroll up** to make sure nothing else has changed.
88. Lodging & Meals screen When completed **Click** on Close.
89. Main Authorization screen. **Click** on Expenses icon.
90. Expenses screen-Commercial Auto is listed. From this screen the traveler can add expenses by clicking on the ADD button; or they can update existing expenses. **Click** on Add.
91. Add Expense screen. The Date field is highlighted and populated with 05/15/00. **Change** the date to coincide with the expense. Since we know our registration fee is due on the date of the dinner we change the date to 05/07/00.
92. Add Expense screen. **Click** on Expense drop down list to see options.
93. Add Expense screen. **Scroll** down and **Highlight** Registration Fees. **Click** on Registration Fees and
94. Add Expense screen. In the Cost field **Enter** \$100.00. **Click** on Save.
95. Add Expense screen. We know we're going to take a taxi to the Airport on the first day, so **Change** the date to 05/01/00.
96. Add Expense screen. **Click** on Expense drop down list to see options.
97. Add Expense screen. **Scroll** down and **Highlight** Taxi-Airport. **Click** on Taxi-Airport.
98. Add Expense screen. In the Cost field **Enter** \$12.00. **Click** on Save.
99. Add Expense screen. We also know we're going to take a taxi from the Airport on the last day, so **Change** the date to 05/15/00.
100. Add Expense screen. **Click** on Expense drop down list to see options.
101. Add Expense screen. **Scroll** down and **Highlight** Taxi-Airport. **Click** on Taxi-Airport.
102. Add Expense screen. In the Cost field **Enter** \$12.00. **Click** on Save.

103. Add Expense screen. We have completed all known expenses at this time. **Click** on Done.
104. Expenses screen. All expenses entered are listed. **Click** on Close.
105. Authorization – Untitled screen. Note the changes in the amounts for the various sections. **Click** on the Other Authorizations icon.
106. Other Authorizations screen. Highlight and Select other Authorizations that are applicable. Notice that MEALS PROVIDED has already entered for the current document. **Click** on Close.
107. Authorization – Untitled screen. **Click** on the Accounting icon.
108. Accounting Codes for Untitled screen. The organization lines of accounting appear. The lead DTA will set up those Lines Of Accounting and will use names that are meaningful to the users (EXAMPLE: 00Training). **Highlight** 00Training. **Click** on Select.
109. Accounting Codes for Untitled screen. The Accounting field for the Current Document is automatically populated with 00Training, the LOA that was selected. **Click** on Close.
110. Authorization – Untitled screen. **Click** on the Comments icon.
111. Comments for Untitled screen. **Enter** comments pertinent to the trip that you would like your AO to see. See EXAMPLE.
112. Comments for Untitled screen. **Click** OK.
113. Authorization – Untitled screen. **Click** on Document Status icon.
114. Document Status for Untitled screen. The Status is automatically populated with Signed. In this screen you can enter Remarks important for the traveler and AO. Since we have already entered our comments previously, we are going to go ahead and sign the document. Type your signature in the Signature Pin field. **Click** OK.
115. Pre-Audit Results screen. A. Document Status of Fail is shown. Fail does not mean the document will not be approved by the AO. Fail lets the traveler and AO know that an item(s) in the Audit Process field should be reviewed. **Scroll** down and **Highlight** a failed item.
116. Pre-Audit Results screen. **Click** on Detail.

117. Audit Failure Comments screen.. In the Comment field an explanation for the Fail Status is given. **Click** on OK.
118. Pre-Audit Results screen. Continue checking for Fail Status codes. When finished **Click** on Close.
119. Question Box. Continue Stamping/Signing the document? **Click** Yes.
120. Save and Route Box. Save and Route current authorization? **Click** Yes. (If you Click No you will lose this document.)
121. Save As screen. **Name Document** per Service/Agency guidance. Document Name used: EXAMPLE: Chicago.
122. Save As screen. **Click** OK
123. Doc Prep screen. To exit out of this screen either **Click** on the 'X' in the upper right hand corner or go to File Exit.
124. User preferences are saved box. **Click** OK
125. DTS Limited Modules screen. **Click** on Exit in the lower right hand corner.
126. PC Desktop. **This Completes the Travel Authorization.. Next Slide.**
127. **Authorizing Official Signs Authorization.** Next Slide.
128. PC Desktop screen. Authorizing Official (AO) **Clicks** on the DTS Limited icon.
129. DTS Limited modules screen. AO **Clicks** on the Route and Review module.
130. DoD computer warning screen. **Click** Yes.
131. Privacy Act statement screen. **Click** Yes.
132. Logon Authentication screen. AO enters Username **jjones** and Password **Password1**.
133. Logon Authentication screen **Click** OK.
134. Route and Review screen. Document(s) for review are listed. **\*Note:** the Sort Options buttons above the column headings in Route and Review. The AO can sort documents based on Waiting Status, Departure Date, Document

Type, Traveler Name, and Document Name. Currently the Awaiting status button is selected, **Highlight** the document for review.

135. Route and Review screen. **Click** on the Pre-Audit icon on the tool bar, (3<sup>rd</sup> icon from the left). .
136. Pre-Audit Results screen. **Scroll** down and **Highlight** Failed Status item.  
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137. Pre-Audit Results screen. **Click** on Detail.
138. Pre-Audit Results screen. Review explanation in the Comments field.  
**Click** OK.
139. Pre-Audit Results screen. When Failed item(s) review is complete **Click** Close.
140. Route and Review screen. **Highlight** the document for review.
141. Route and Review screen. **Click** on the Signature icon on the tool bar (1<sup>st</sup> icon on the left).
142. Pre-Audit Results screen Previously reviewed screen appears, **Click** on Close.
143. Sign Document screen. This screen allows the AO the opportunity to enter comments in the Remarks field for future reference. When completed go to Signature Pin field and sign. **Click** OK.
144. Document Signing Box appears. **Read** and **Click** OK.
145. Information Box appears. **Read** and Click OK.
146. Route and Review screen. The Document you have signed should no longer appear. To exit **Click** on the 'X' in the upper right hand corner or go to File Exit on the tool bar.
147. Information Box. User Preferences are saved message. **Click** OK.
148. Document Modules screen. **Click** on Exit on the lower right hand corner.
149. PC Desktop screen. This completes the AO's review of the Travel Authorization. **Next Slide**.
150. **Traveler Creates Voucher From Authorization**. **Next Slide**.

151. PC Desktop screen. **Click** on DTS Limited icon.
152. Doc Prep Modules screen. Choose Doc Prep from Modules screen.
153. DoD Warning/Ethics Reminder screen. **Click** Yes.
154. Privacy Act statement screen. **Click** Yes.
155. Logon Authentication screen. **Enter** Username and Password.
156. Logon Authentication screen. **Click** OK.
157. Doc Prep screen. **Click** on New file icon button.
158. New Document screen. **Select** 'Voucher From Authorization'.
159. New Document screen. **Click** OK.
160. Voucher From Authorization screen. **Select/Highlight** the document name from the Voucher From Authorization window. **Click** on OK.
161. Voucher-UNTITLED screen. Open fields that have changed from your authorization. The first field that has changed is Lodging/M&IE. **Click** on Lodging/M&IE icon.
162. Lodging & Meals screen. We found out our registration fee covered an additional dinner 5/10/00. **Highlight** 5/10/00...
163. Lodging & Meals screen. **Click** on Update.
164. Update Lodging and M&IE screen. In the meals section **Select** Provided and Dinner.
165. Update Lodging and M&IE screen. **Click** on OK.
166. Lodging & Meals screen. **Scroll** up to see entire trip.
167. Lodging & Meals screen. You can see both dinners provided. Also note the reduced meal rates under M&IE allowed. **Click** on Close.
168. Voucher-UNTITLED screen. We know our expenses from this trip have changed. **Click** on the Expenses icon.
169. Expenses screen. All expenses are listed from our Authorization. The rental car was less expensive than we had planned. To change this **Highlight** commercial auto.

170. Expenses screen. **Click** on Update.
171. Update Expense screen. The correct date is already populated. **Change** the cost to the actual amount, which is \$500.00.
172. Update Expense screen. **Click** on Done.
173. Expenses screen. You can see the change made to Commercial Auto. No other changes are necessary. **Click** on Close.
174. Voucher-UNTITLED screen. Let the AO know why changes were made to the Expenses (The extra meal provided with the registration fee.). **Click** on Comments icon.
175. Comments For Untitled screen. **Enter** your comments.
176. Comments For Untitled screen. **Click** on OK.
177. Voucher-UNTITLED screen. No other changes are necessary. We are ready to sign this voucher. **Click** on the Document Status Signature icon.
178. Document Status For Untitled screen. Add remarks if necessary. Go to Signature Pin field. **Enter** your Signature and **Click** OK.
179. Pre-Audit Results screen. **Scroll** down pre-audit lists to see Failed items.
180. Pre-Audit Results screen. **Highlight** items you need to review.
181. Pre-Audit Results screen. **Click** on Detail.
182. Audit Failure Comments screen. Remarks show that there is a cost difference between the Authorization and Voucher. We know the change is due to the Commercial Auto and Per Diem rate changes. **Click** OK.
183. Pre-Audit Results screen. **Click** on Close.
184. Question Box appears. Continue Stamping/Signing the document? **Click** Yes.
185. Document Signing Box appears. **Read** and **Click** OK.
186. Save and Route Box appears. Save and Route current voucher? **Click** Yes. (If you Click No you will lose this document.)

187. Save As screen. **Name Document** per Service/Agency guidance.  
Document Name used: EXAMPLE: Chicago
188. Save As screen. **Click OK**
189. Doc Prep screen. To exit out of this screen either **Click** on the 'X' in the upper right hand corner or go to File Exit.
190. User preferences are saved box. **Click OK**
191. DTS Limited Modules screen. **Click** on Exit in the lower right hand corner.
192. PC Desktop screen. **This Completes the Voucher From Authorization.. Next Slide.**
193. **Authorizing Official Signs Voucher.** **Next Slide.**
194. PC Desktop screen. Authorizing Official (AO) **Clicks** on the DTS Limited icon.
195. DTS Limited modules screen . AO **Clicks** on the Route and Review module.
196. DoD computer warning screen. **Click Yes.**
197. Privacy Act statement screen. **Click Yes.**
198. Logon Authentication screen. AO enters Username **jjones** and Password **Password1**.
199. Logon Authentication screen **Click OK.**
200. Route and Review screen. Document(s) for review are listed. **\*Note:** the Sort Options buttons above the column headings in Route and Review. The AO can sort documents based on Waiting Status, Departure Date, Document Type, Traveler Name, and Document Name. Currently the Awaiting status button is selected, **Highlight** the document for review.
201. Route and Review screen. **Click** on the Pre-Audit icon on the tool bar, (3<sup>rd</sup> icon from the left). .
202. Pre-Audit Results screen **Scroll** down and **Highlight** Failed Status item. .
203. Pre-Audit Results screen. **Click** on Detail.

204. Pre-Audit Results screen. Review explanation in the Comments field. **Click** OK.
205. Pre-Audit Results screen. When Failed item(s) review is complete **Click** Close.
206. Route and Review screen. **Highlight** the document for review.
207. Route and Review screen. **Click** on the Signature icon on the tool bar (1<sup>st</sup> icon on the left).
208. Pre-Audit Results screen. Previously reviewed screen appears, **Click** on Close.
209. Sign Document screen. This screen allows the AO the opportunity to enter comments in the Remarks field for future reference. When completed go to Signature Pin field and sign. **Click** OK.
210. Document Signing Box appears. **Read** and **Click** OK.
211. Certify Voucher Box appears. **Read** and Click OK.
212. Information Box. This screen verifies funding and budget information. Click OK.
213. Route and Review screen. The Document you have signed should no longer appear. To exit **Click** on the 'X' in the upper right hand corner or go to File Exit on the tool bar.
214. Information Box. User Preferences are saved message. **Click** OK.
215. DTS Limited Modules screen. **Click** on Exit on the lower right hand corner.
216. PC Desktop screen. This completes the AO's review of the Travel Voucher. **Next Slide**.
217. QUESTIONS.